

8 APR 1965

MEMORANDUM FOR: Chief, Records Administration Staff, DD/S

THROUGH : Chief, Administrative Staff, ORR ~~ORR~~  
Chief, Administrative Staff, O/DD/I

SUBJECT : ORR Records Disposition Program

REFERENCE : HN   dated 24 February 1965, Subject:  
Elimination of Inactive Records

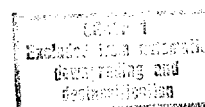
1. The Records Control Schedule (22-60) for the Office of Research and Reports was recently revised. The new schedule (22-64) was reviewed and approved by the Assistant Director, ORR, and subsequently approved by the CIA Records Administration Officer on 24 February 1965. The new Records Control Schedule has established:

a. Minimum retention periods for all records at either Headquarters or the Agency Records Center.

b. Definite disposition instructions for all records.

2. Current ORR procedures require that each component in the Office submit a quarterly report of destruction of inactive records at Headquarters to the ORR Records Administration Officer. These reports are used as a basis for preparing the annual report of destruction of records at Headquarters which is submitted to the CIA Records Administration Officer. During the quarter ending 31 March 1965, 668 cubic feet of inactive records were destroyed at Headquarters by ORR components. The total volume of records destroyed during this quarter was substantially greater than that destroyed during comparable periods in the past. This is attributed to implementation of the recently revised Records Control Schedule as well as to the intensive efforts on the part of personnel in this Office to comply with the intent of the referenced notice.

CONFIDENTIAL



~~CONFIDENTIAL~~

SUBJECT: ORR Records Disposition Program

3. A review was made during the past several months of the records holdings of CIA Produced Maps held in Headquarters and at the Agency Records Center by personnel of the Cartography and Map Library Divisions. As a result of this review, authorization was given by this Office to the Agency Records Center for the immediate destruction of the following records:

- a. 1,543 cubic feet of extra paper copies of superseded or obsolete maps.
- b. 321 cubic feet of superseded or obsolete map negatives.



ORR Records Administration Officer

25X1

~~CONFIDENTIAL~~